



Natural Resources Conservation Service
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August 16, 2007

NEW MEXICO BULLETIN NO. 250-7-9

SUBJECT: FNM – FISCAL YEAR 2007 YEAR-END REPORTING

TO: All Employees

Purpose. To provide year-end instructions and deadlines for reporting expenses to the Financial Management (FNM) section at the State Office.

Expiration Date. September 30, 2007.

The information supplied by each office will be used to develop final expenses for fiscal year 2007. These dates must be met to ensure accurate year-end accounting data and timely processing by the National Finance Center (NFC) and in the Foundation Financial Information System (FFIS).

August 31, 2007

Purchase Cards – The last day to make FY-2007 purchases is August 31. Please plan ahead and purchase sufficient supplies to get through the end of the fiscal year.

Starting September 1, all purchases will be considered emergency purchases and will be procured by the state office. Submit an AD-700, Procurement Request, through your respective area office or state office section to the State Administrative Officer.

September 21, 2007

Purchase Cards – All purchase card transactions must be reconciled by 9/21/07.

Travel – The travel voucher program at NFC will go offline September 21, at 11:00 a.m. and will not be available until October 1, 2007. Thus, travel vouchers must be entered and released in the online travel system by 9/21/07.

Travel vouchers that are not input by the deadline or travel planned for the September 22 through September 30 time period must be reported to FNM to ensure that funds are set aside to cover these expenses. Include airline tickets ordered on a travel card, even if the travel has not yet occurred.

Instances of FY07 travel not processed or reported by the deadlines above are considered “undisclosed obligations”. All undisclosed obligations must contain an explanation to the State Conservationist why they were not processed or submitted by the above deadline. Undisclosed obligations received after December 31, 2007 will not be considered for approval.

If there are any questions, please contact Rosabeth Garcia-Sais, State Administrative Officer, at 505-761-4411.

/s/

DENNIS L. ALEXANDER
State Conservationist